

Procedural Update

ESY Documentation in the IEP

The District’s offer of FAPE for ESY, including services and goals, needs to be properly documented in the IEP.

1. To determine if a student is eligible for ESY, complete the *Extended School Year Team Appraisal* form in SEAS at the IEP Meeting.
2. If the IEP Team has determined the student is eligible for ESY the Team must then discuss and determine what services the student requires. **Not all goals and services need to be covered during ESY.**
3. After the IEP Team has determined what Services are appropriate during ESY, document the offer of FAPE for ESY on the **Team Action** page as follows:

Example:

#4 Additional Items

Topic	Outcome	Person Responsible
ESY eligibility. Team discussed.	After a review of <i>(list data reviewed)</i> , the IEP Team determined <i>(student)</i> meets the eligibility criteria and requires Specialized Academic Instruction (SAI) in a separate class/public school site during ESY for 20 hrs/week for 4 weeks <i>and list, if appropriate, related service(s) for _hrs(minutes)/week for 4 weeks.</i>	Case Manager Related Service Providers, if appropriate

Reminder: The SAI offer of FAPE for ESY for HS students is for 6 weeks. The SAI offer of FAPE for ESY for Elementary and Middle School students is for 4 weeks.

4. Check the box “Will also be addressed during ESY” on goal pages that the IEP Team determines should be addressed during ESY.